HEADERS & FOOTERS
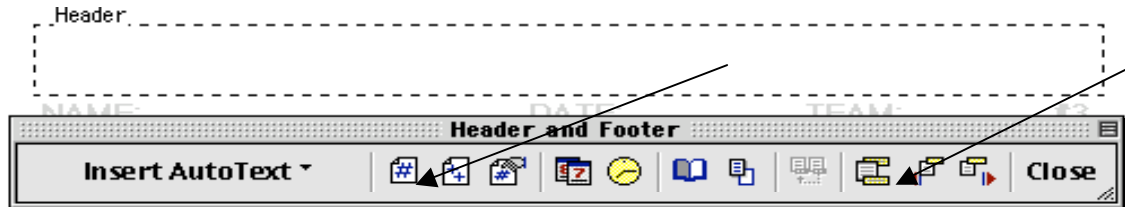### * * * Attach this sheet to printout! * * *

DIRECTIONS:
1. Open **07Spacing2.0/last name**
2. Make sure it is left justified

PART ONE: Page number at bottom center
• To Number each page at center bottom do the following:
1. Under the **VIEW** menu select **HEADER AND FOOTER**

2. Place your cursor in the **FOOTER** rectangle
   (You may use the button from the toolbar to toggle between the header and footer)
3. Select **INSERT PAGE #** (the first icon) from the toolbar
4. Use the **JUSTIFICATION** buttons to place it in the center
       The page number will now appear on every page

PART TWO: Name in upper right of every page
• To put your last name at the upper right corner of each page do the following:
1. Place your cursor in the header rectangle
2. Type your last name, and use the **JUSTIFICATION** buttons to place it on the right side
3. Now that you are done editing the header and footer, click **CLOSE** on the toolbar.

4. Go to **FILE** and **SAVE AS**, name this **08.Last Name** and save to your folder.

REMEMBER
Whatever you enter into a header or a footer
will appear on every page!